Batam Online Learning SOP

This is an add-on for Impact Byte remote learning SOP

1. Preparation for students
   a. Be on time, class starts at 9.00 AM
   b. Make sure you already have your breakfast
   c. Make sure you have a stable internet connection via wifi or mobile tethering
   d. Mobile tethering user, make sure you have enough quota
   e. Prepare a notebook and pen
   f. Join zoom meeting provided by mentor, the ID will be the same for the duration of the bootcamp : 3136456314
   g. There will be a roll-call in every session and students are expected to have 100% attendance. Request of absence has to be made and approved by Mentors and Glints Academy representatives. Glints Academy will reserve the right to disclose your attendance record with your potential employers.

2. Preparation for mentors
   a. Be on time, class starts at 9.00 AM
   b. Don't forget breakfast
   c. Check the internet connection
   d. Prepare your laptop with all the teaching tools are on standby (always have another laptop on standby)
   e. Inform the student to join your zoom meeting room early via chat group
   f. Have a headset on standby to make sure your voice is clear for students to hear
   g. Remote view & Control software on standby

3. Online class process

   a. Each day we have 2 separate session : (a) theory & practice session and (b) project session (individual or team)

   b. In the first session, theory and practice, mentors will explain material for that day and also some light practice for students to follow

   c. Open questions at any time are encouraged for students via zoom or chat group provided

   d. Remote view and control will be used if students need some added explanation for the material by mentors and assistants

   e. On second session, projects, mentors will give some assignment for students to create until the end of day

   f. Remote view and control will be used if students need help during their project

   g. At the end of the day, student will need to present their project online via zoom

   h. Consultation and 1-on-1 session will start from the end of class until midnight, everyday, except Saturday, mentors will be on standby from 10 AM - 9 PM, Sunday is a resting day!

   i. Offline consultation can be arranged by student and mentor individually, maximum 3 people at time after class and on saturdays.